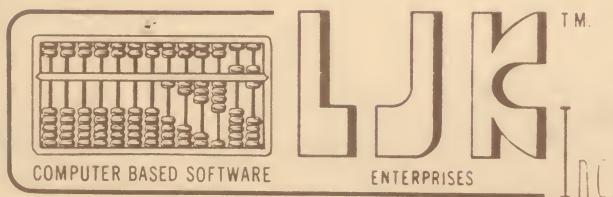


**LJK DISK UTILITY
PROGRAM**

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LJK PART NUMBER #2004

LJK DISK UTILITY/MAIL MERGE

APPLICATION: This program will allow the user to convert files between Atari DOS version 2.0 and LJK DOS. Files may be loaded from one DOS and converted to the other. Any standard TEXT type file can be saved as a DATABASE FILE for merging with LETTER PERFECT (Version 2.0 or later) word processing. Any type of file may be edited under LETTER PERFECT control, after first using this utility to place it on the disk in a format compatible with LETTER PERFECT.

LANGUAGE: Machine.

REQUIREMENTS: Atari 400 or Atari 800 computer with a disk drive, 16K of memory minimum. Use of more than one disk drive is optional.

It is **IMPORTANT** to remember in which DOS you are working. Diskettes formatted with Atari DOS will not be readable if you are in LJK DOS. Likewise, Diskettes formatted with LJK DOS will not be readable if you are in Atari DOS.

I. LOADING THE PROGRAM

Turn on the Disk Drive as you normally would before loading any other program. Once the drive has stopped spinning, and the "IN USE" light goes off, insert the LJK FILE UTILITY program into the drive, close the drive door, and turn on the computer. When the main menu appears on the video screen and the disk drive stops spinning, you should remove the program diskette. Please check to see that a write protect remains on your program diskette. It should not be used as a file disk. This will add life to your program diskette and decrease the chances of accidentally formating the program diskette.

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The next line shows which drive is currently being addressed. This can be changed by using the "CHANGE DRIVE #" option on the main menu. The next line shows the current DOS version being used. Make sure you are in the proper DOS before performing an operation. The DOS version can be changed by using the "SWITCH DOS" option at the top of the main menu. If you try to load a file, for example, from the wrong DOS version, the automatic directory will reveal nothing meaningful and the filename entered will not be found.

III. SWITCH DOS

To switch between Atari DOS and LJK DOS, select this option from the main menu and you will be switched to the other DOS. Each time you exercise this option you will change to the other DOS and you will be told on the top of the screen which you are using, (i.e. LJK or ATARI.).

IV. FILENAMES

All file names are of the type FNAME.EXT where FNAME consists of a unique primary name and .EXT is a name type extension. When using LOAD, MERGE, and SAVE options under LJK DOS, the extension of .LP will automatically be placed in the filename so you need not enter it. Under the "SAVE DATA BASE" option, the extension of .DB will be added automatically. Under Atari DOS or on the LOCK, UNLOCK and DELETE options, you must enter the extension yourself. This allows locking, unlocking and deleting DB type files, as well as, LP type files.

It is **IMPORTANT** to remember in which DOS you are working. Diskettes formatted with Atari DOS will not be readable if you are in LJK DOS. Likewise, Diskettes formatted with LJK DOS will not be readable if you are in Atari DOS.

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II. THE MAIN MENU

After successfully loading the program, the following main menu will appear on the video screen:

LJK FILE UTILITY LEN:0 FREE:41536

CURRENT DRIVE 1
CURRENT DOS: LJK

=> SWITCH DOS <=
LOAD
SAVE
MERGE
SAVE DATA BASE
CHANGE DRIVE #
LIST
CLEAR MEMORY
LOCK
UNLOCK
FORMAT DISK
DELETE
QUIT

PRESS "<" OR ">" TO MOVE CURSOR
PRESS [RETURN] FOR SELECTION.

To make a selection from the menu you position the arrows on the selection you desire using the greater than key (>) to lower the arrows one position and the less than key (<) to raise the arrows one position. When the arrows are at the proper position, press the [RETURN] key to select that option. The top line of the screen contains the program name, the length of the current file in memory (in bytes) and the amount of free memory left in the computer. The number as shown is for a 48K system without a cartridge in place.

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V. LOAD, SAVE AND MERGE

These options allow you to LOAD, SAVE or MERGE (append to the end of file in memory) files between disk and computer memory. Upon initiating any of these three options, a disk directory will occur automatically under the DOS in which you are operating. If you are in Atari DOS and attempt to LOAD, SAVE, or MERGE from an LJK DOS diskette nonsense will appear on the screen and the function cannot be performed. The same would occur if you were in LJK DOS and attempted to LOAD, SAVE or MERGE an Atari DOS diskette. You must therefore change the DOS on the "CURRENT DOS" option for the diskette type you will be using. After making sure you are in the correct DOS desired, you may initiate any of these three options. After pressing [RETURN] you will be prompted with "LOAD FILE:_" at the top of the screen. If you press [RETURN] you will abort the operation. If you enter a filename and press [RETURN] the operation will be carried out. When a file is "LOADED" it will destroy any file in memory. "MERGE" will not destroy the file in memory but will append the file you are merging from the diskette to the end of the file in memory. Under Atari DOS, if a file is too large to fit into memory, all that will fit will be loaded. Under LJK DOS, if a file is too large, none of it will be loaded.

VI. SAVE DATA BASE

This option will save a file to disk under DATA PERFECT format. Text files saved under this format are capable of being accessed under the "DATA BASE MERGE" option of LETTER PERFECT (Version 2.0 or later). You may use this option to save data for preparing form letters with LETTER PERFECT. You should enter the information you desire to save on the "SAVE DATA BASE" option in the following format:

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EXAMPLE 1

RBF
JOHN
JONES
123 MAPLE STREET
ANYTOWN
STATE
12345

To use this section you must understand the meaning of records, and fields. A file is a collections of records, a field is each individual entry in the record. Example 1 above is a record with 7 separate fields. The fields always begin counting with field "0". The key field in this example is field 0. Field "1" then is the first name of the individual. The last field, field "6", is the zip code. You must count all fields in a record, so therefore, this record would have 7 fields. You could continue to add records like this one to the data base until you filled up the memory of your computer. The first field is a "key" field and in this case "R" could stand for relative, "B" for business associate and "F" for friend. You must always enter the same number of fields into a record and should enter a [RETURN] if you have no information to enter. After completing all fields in a record you would start on the next line with field "0" of the next record. You can therefore continue to enter more records like the one above as long as you keep the same number of fields and limit the length of each record to 255 bytes. Whatever the number of fields you use in any record, you must always use the same number for all records in any given file. When you initiate the "SAVE DATA BASE" option the following things will happen. The screen will tell you the total number of lines in the file. It will then ask you for the number of fields. If you had been saving information under the above format you would enter the number "7". This number of fields will

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then calculate the number of records in the file. If the division (# lines/ # fields) does not result in an integer, a range error message will be displayed and the save aborted. This insures that every record contains all of the fields so that only proper database files are saved. After the number of fields have been selected, you will be given a directory of the disk (DOS will automatically be set to LJK version) and you will be asked for the filename you wish to use for the "DATABASE FILE:_." The extension .DB will automatically be appended to the name so you need not type one. The file will be saved as a database file.

You may create your database either under Atari DOS with LETTER PERFECT or with EDIT 6502. Fields are numbered from 0 to n-1 where n stands for the number of fields. Field 0 is a special field in that be used as a selective search criteria from LETTER PERFECT. This field can be made up of alphanumeric characters in which each single letter is a criteria. You are limited to a maximum of 10 alphanumeric characters. The search criteria under LETTER PERFECT will match each entry by finding one or more of these characters, basis the characters entered, at database merge time in LETTER PERFECT. In this way, you can have large databases and only print portions of the list. For example, a database file could have as field 0 the possibility of the letters B (business), F (friend) or R (relative) or any combination of the three. If under the search criteria of the DATA BASE MERGE section of LETTER PERFECT, you entered BF, only entries that contained a B or an F or both would be selected and the entries that contained only an R would not be.

There is a maximum of 255 bytes allowed in a record. This includes the [RETURN] character at the end of each field.

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You would then prepare a form letter as directed in the LETTER PERFECT manual. The salutation: Dear Mr. Y\$2 in a form letter would be printed "Dear Mr. Jones" using the above example. Remember the first field is the *Ø* field. The "\$" "number" used in the form letter would correspond to the field you want printed from your data base record. You might also keep in mind if you are preparing mailing labels that it will be necessary to change the top of form "t", bottom of form "b" and printed lines per page "p" in the format line to accommodate the limited size of a mailing label.

VII. CHANGE DRIVE

This option allows you to select a different drive. If you accidentally hit this selection, when prompted for the drive, just press [RETURN] to keep the current drive.

VIII. LIST

This will list the file in memory on the video screen. The listing has been slowed down for readability. As each carriage return is encountered, the keyboard is polled to stop the list. Any key will pause the listing. Another keystroke is required to start the listing again. If that keystroke is the space bar, the listing will again be paused at the end of the next line. You can then use the space bar to list the file one line at a time. The break key will abort the listing and return you to the main menu.

IX. CLEAR MEMORY

Selecting this option will delete any file in memory after receiving verification from you.

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If you accidentally press this option, pressing the [ESC] key will return you to the main menu without deleting memory. Pressing the [RETURN] key will delete any file in memory.

X. LOCK, UNLOCK AND DELETE

These options will either protect, unprotect or delete a file from disk under the current DOS. Filenames must be entered exactly, including any extension they might have. Remember for these functions you must also use the extension even if you are using LJK DOS. All database files will have the extension .DB and all LETTER PERFECT files will have the extension .LP.

XI. FORMAT DISK

This option will create a data diskette by formatting it under LJK DOS. The system will be left in LJK DOS mode. Verification is required before the disk will be formatted. Pressing ESC will abort the operation, pressing the [RETURN] key will format the disk.

XII. QUIT

After receiving verification, the system will be rebooted from drive #1 just as if you had turned on the system for the first time.

NOTES:

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LANGUAGE: Machine.

REQUIREMENTS: Atari 400 or Atari 800 computer with a disk drive, 16K of memory minimum. Use of more than one disk drive is optional.

OTHER PRODUCTS BY LJK ENTERPRISES INC.

ATARI 400/800

LETTER PERFECT WORD PROCESSING #2001 (DISK)
LETTER PERFECT WORD PROCESSING #2005 (CART)
EDIT 6502 (EDITOR,ASSM,DISASSM) #2002 (ROM)
DATA PERFECT (DATA BASE) #2003 (DISK)
LJK DISK UTILITY/MAIL MERGE #2004 (DISK)

APPLE II AND II+

LETTER PERFECT WORD PROCESSING #1001 (DISK)
EDIT 6502 (EDITOR, ASSM,DISASM) #1002 (DISK)
DATA PERFECT (DATA BASE) #1003 (DISK)
LJK DISK UTILITY PROGRAM # 1004 (DISK)
LOWER CASES CHAR.GEN. #1005 (REV.7/later) (EPROM)